

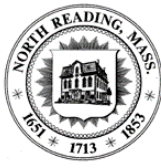
Position Title: Recreation Programmer
Department: Parks and Recreation
Reports to: Recreation Director
Hours: 35 hours per week
Date: March 18, 2022
Salary: \$47,000

Job Summary: This is a position is responsible for the planning and organizing programs and activities to expand on our current offerings thus expanding our customer and revenue base. Oversee scheduling and create revenue based programs utilizing the new Recreation Center in preparation for an expanded community center.

Supervision Exercised: Supervises seasonal members engaged in providing various recreational services.

Duties and Responsibilities:

- Research and plan new programs, events, trips and discount ticket opportunities for the Recreation Department.
- Procurement of materials for said programs and events.
- Answer phones and emails, send email blasts.
- Input, maintain and update all programs on MyRec.
- Take registrations and process payments.
- Handle all low registrations/cancellations/refunds and transfers for programs.
- Assist in interviews and train new staff members.
- Instruct/ fill in for programs as needed in the absence of regular instructor.
- Fill in for Directors duties in times of absence or vacation.
- Assist Director with seasonal brochures.
- Work with vendors to establish contracts. Keep current vendor spreadsheets with required contractual supporting documentation. Reconcile vendor invoices and submit for payment. Work with vendors to submit all required paperwork to Board of Health for approval.
- Meet vendors on first day of program when necessary.
- Submit CORI/SORI checks to Human Resources for employees and vendors
- Track program expenses in regards to personnel, labor and material for profitable and safe programming.
- Weekly press release
- Update social media
- Prepare and get approval for electronic flyers to be distributed through the public schools daily email distribution.
- Support Friends of NRP&R and the Land Utilization Committee with events and fundraising.
- Works with local Realtors and Businesses to put together a local Welcome Tote for new residents in town. Procuring donations from businesses and arranging deliveries.
- Recruit community service volunteers for programs
- Programmer may be requested to assist the department with office duties during peak periods.
- May be used to instruct courses or fill in for instructors
- Summer duties include daily registration and site visits for programs.
- Keeping up to date with new Board of Health and State requirements as they have become very fluid during the Pandemic.
- Recognize and monitor signs of illness amongst registrants, keep logs and contact tracing information to assure a safe environment for all programming.



Knowledge/Skills/Abilities Requirements:

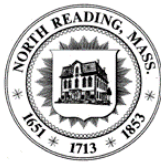
- Through knowledge of the objectives and ideals of public recreation including an understanding of the diverse activities which constitute a community recreation program
- Ability to establish and maintain effective working relationships with Town officials, Town employees, community groups and the public.
- Experience and proficiency in computer with Windows environment including MS Word, Excel, Publisher, MS Outlook, My Rec, School Dude
- Have a general knowledge of the facilities and equipment needed in a broad recreation program as well as local, state and federal regulations related to such activities including those related to safety and handicap-access regulations.
- Ability to plan, organizes, supervise and evaluate the efforts of subordinate personnel.
- Knowledge of the rules of play of a variety of games and competitive sports.
- Ability to communicate effectively both verbally and in writing

Education/Experience Requirements:

- 3 years prior experience with either recreational programs or in a similar environment working with children.
- Ability to establish and maintain effective working relationships with all recreation staff members.
- Must have strong planning and organizational skills.
- Have knowledge of the facilities and equipment needed in a broad recreation program.
- Ability to communicate effectively both verbally and in writing
- Must have excellent marketing and public relation skills.
- Must hold a Commonwealth Class III license and have access to regular use of a vehicle to transport self and supplies to sites of various programs, events and meetings.
- Must agree to a background check including CORI/SORI

Special Requirements: Must hold a Commonwealth Class III license and have access to regular use of a vehicle to transport self and supplies to sites of various programs, events and meeting. Must have planning, leadership, management, organizational and supervisor skills. Must have financial management skills. Must have excellent marketing and public relation skills.

Interested candidates should send a cover letter and resume to jobs2@northreadingma.gov
The Town of North Reading is an Equal Opportunity Employer.



Physical Requirements Recreation Director			
PRIMARY		COGNITIVE AND SESNORY RQUIREMENTS:	
LIFT up to 10 lbs:	Required	Talking:	Necessary for communicating with others.
LIFT 11-25 lbs.:	Required	Hearing:	Necessary for receiving instructions and queries.
LIFT 26-50 lbs.:	Occasionally required.	Sight:	Necessary to perform job effectively and correctly
LIFT over 50 lbs.:	Not required.	Tasting & Smelling:	Not required.
CARRY up to 10 lbs.:	Frequently required.		
CARRY 11 to 25 lbs.:	Frequently required.		
CARRY 26 to 50 lbs.:	Occasionally required.		
CARRY over 50 lbs.:	Not required.		
REACH above shoulder height:	Occasionally required.	Other Physical Considerations	
REACH at shoulder height:	Frequently required.	Twisting:	Frequently required
REACH below should height:	Frequently required.	Bending:	Frequently required
PUSH/PULL:	Frequently required.	Crawling:	May be required
		Squatting:	Frequently required
		Kneeling:	Occasionally required
DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:		Crouching:	Occasionally required
		Climbing:	Occasionally required
Consecutive Hours		Balancing:	May be required
Sit:	1 2 3 4 5 6 7 8 - Varies Daily		
Stand	1 2 3 4 5 6 7 8 - Varies Daily	HAND MANIPULATION	
Walk	1 2 3 4 5 6 7 8 - Varies Daily	Grasping:	Frequently required
		Handling:	Frequently required
Total Hours		Torquing:	Frequently required
Sit	1 2 3 4 5 6 7 8 - Varies Daily	Fingering:	Frequently required
Stand	1 2 3 4 5 6 7 8 - Varies Daily		
Walk	1 2 3 4 5 6 7 8 - Varies Daily		
Controls and Equipment:	Computer, telephone, copy, scanner, cash register, calculator and facsimile machines.		
Work Surfaces:	Standard office desk and chair, computer work station, tile, carpet, cement floor; table; service counter, outside enviroment, playgrounds, parks, gymnasiums,		